



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Assisted Living Services Competition #2018-169-CC

Employment Type:	Full-Time, Non-Bargaining Unit
Work Hours:	35 hours/week
Application Deadline:	Open until filled. Resumes will be reviewed upon receipt.

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Assisted Living Services, Community Care

The Seniors and Wellness Program provides a holistic approach for care at home for seniors and caregivers who are vulnerable, at risk and/or marginalized. The program provides a wide range of services including Assisted Living Services, Respite Care, Meals-on-Wheels, Visiting and Safety Services, Seniors Day Programs, Transportation and Seniors Active Living Centres.

What You Will Do

- Carries out the management responsibilities for operating the Assisted Living program, including strategic planning, annual program planning and evaluation, to ensure the strategic unit directions and objectives are achieved.
- Provides direct supervision, training and support to Supervisors, support staff, and students for the Assisted Living Services Program.
- Leads and provides project management for quality improvement initiatives.
- Provides consultation to Supervisors to address needs and issues for clients/caregivers.
- Develops and implements a business plan which includes the operational structure, human resources structure, training plan, marketing strategies and user-fee strategies.
- Ensures the operation of the program's statistical information system.
- Develops and implements a process for client input into the program areas.
- Ensures the recruitment and hiring of qualified staff for their program areas, under established recruiting policies, procedures and the Collective Agreement.
- Holds regular supervisory meetings with staff, identifies training and development needs and opportunities, and recommends disciplinary action when necessary.
- Responds to community needs and ensures existing and new program development ideas, will meet these needs.
- Maintains and develops contacts with other seniors' groups and community agencies, and attends external meetings as directed by the Director.

What You Bring to the Team

- Bachelor of Nursing, Occupational Therapy, Physiotherapy, Social Work or related (required).
- Master or Health or Business Administration or related (an asset).
- Five (5) years of management and clinical-related experience managing PSWs/Supervisors and seniors programs; including significant direct experience working with older adults and frail and vulnerable seniors.

What Will Set You Apart

- Good understanding and knowledge of seniors' issues related to Assisted Living Services in housing and community sites.
- Knowledge and demonstrated skills in program development, financial management and leadership skills.
- Able to work independently with minimal supervision.
- Good multi-tasking and strong research skills.
- Outstanding communication and interpersonal skills.
- Knowledge of community resources for older adults.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	careers@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.